

# Handbook for NBS Staff

NBS RESEARCH INFORMATION CENTER

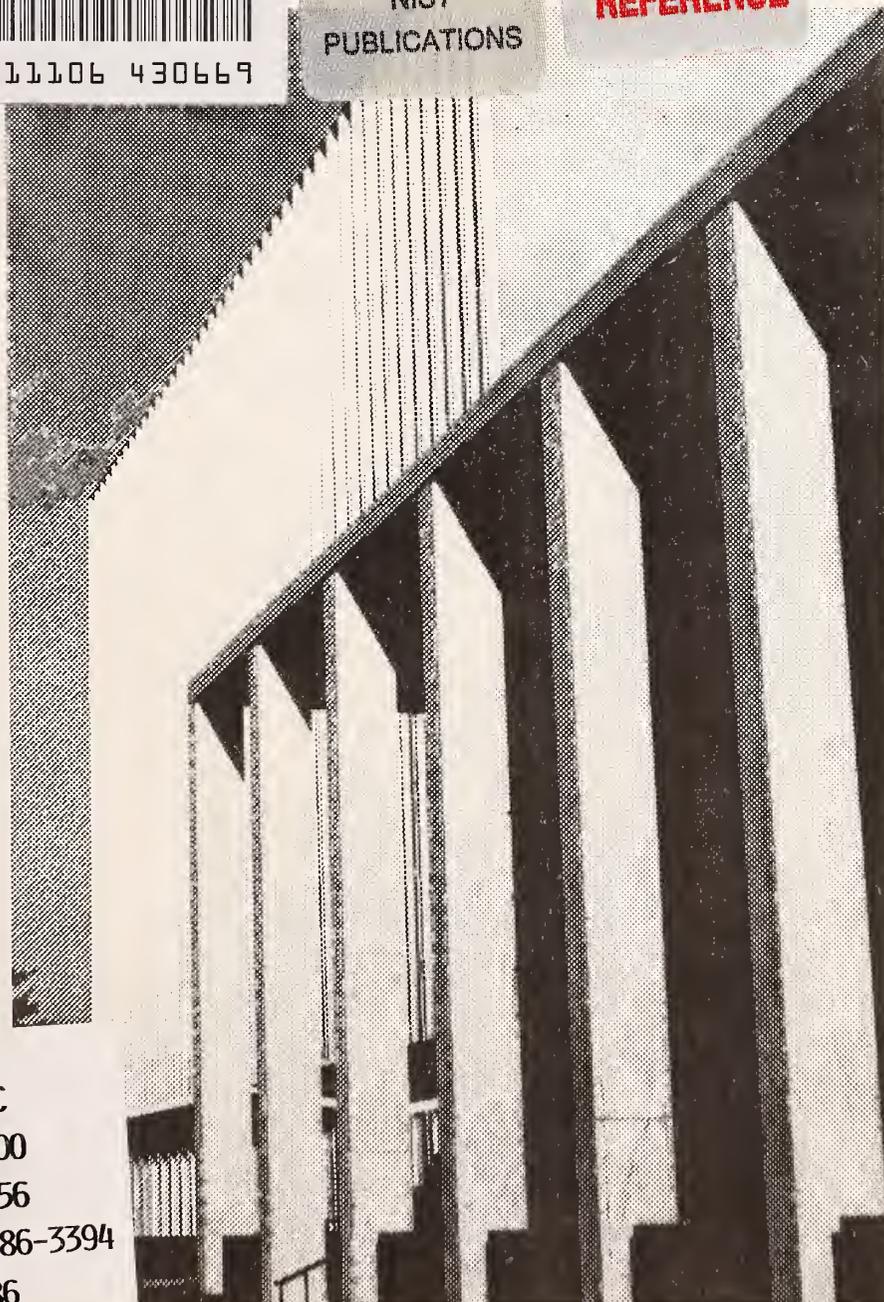
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National Bureau of Standards



NBS IR86-3394

**NBS RESEARCH INFORMATION CENTER  
HANDBOOK FOR NBS STAFF**

Fourth Edition

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U.S. Department of Commerce  
National Bureau of Standards  
Gaithersburg, Maryland 20899

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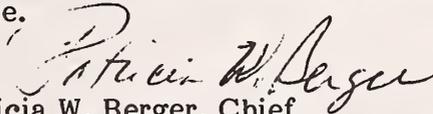


Figure 1. How to Find It...

## FOREWORD

This Handbook for NBS Staff provides a general introduction to the resources of the Research Information Center, which is located in the E Wing of the Administration Building. Orientation tours of the Center are conducted on the second Wednesday of every month. In addition, instruction classes for new and summer staff are held each June. The classes describe the resources and services provided by the Center, followed by a tour of the Center's facilities. The classes also include written practice exercises to teach staff how to find materials and request information. Both the tours and the classes are announced in the appropriate weekly issues of the **NBS Administrative Calendar**.

The information in this Handbook is as accurate and up-to-date as possible; however, if you have any questions or if you feel that something is missing from the Handbook or is poorly described, do not hesitate to ask any member of the Center staff for clarification, information, or assistance. Suggestions for improvements and changes are welcome at any time.



Patricia W. Berger, Chief  
Information Resources and Services Division



Figure 2. Main Reading Room

## **1. INTRODUCTION**

The Research Information Center supports the research information needs of the National Bureau of Standards. Established in 1901 by an Act of Congress to serve as the nation's physical measurement laboratory, NBS is charged with aiding manufacturing, commerce, government, and academia. It is the only federal laboratory specifically directed to serve U.S. industry and science.

Research programs at the Bureau are constantly changing, and the scope of the Research Information Center's collections shifts to accommodate these changes. The Research Information Center works closely with the Bureau's technical staff to ensure that new acquisitions meet the needs of current programs.

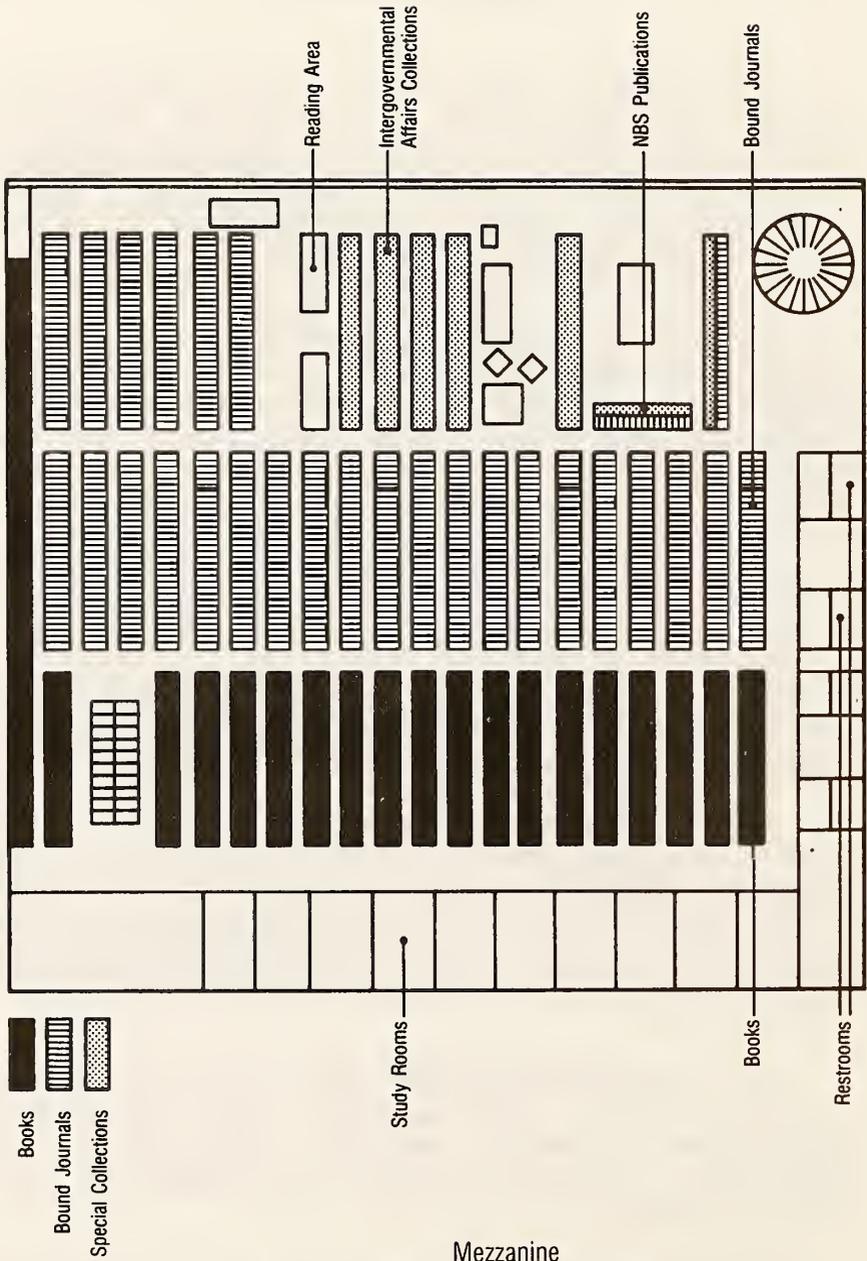
At present, the Research Information Center contains over 200,000 books and bound journals. Over 2,300 current journals are received. For a master layout of the Center, see Figures 3a and 3b.

### **WHO CAN HELP YOU?**

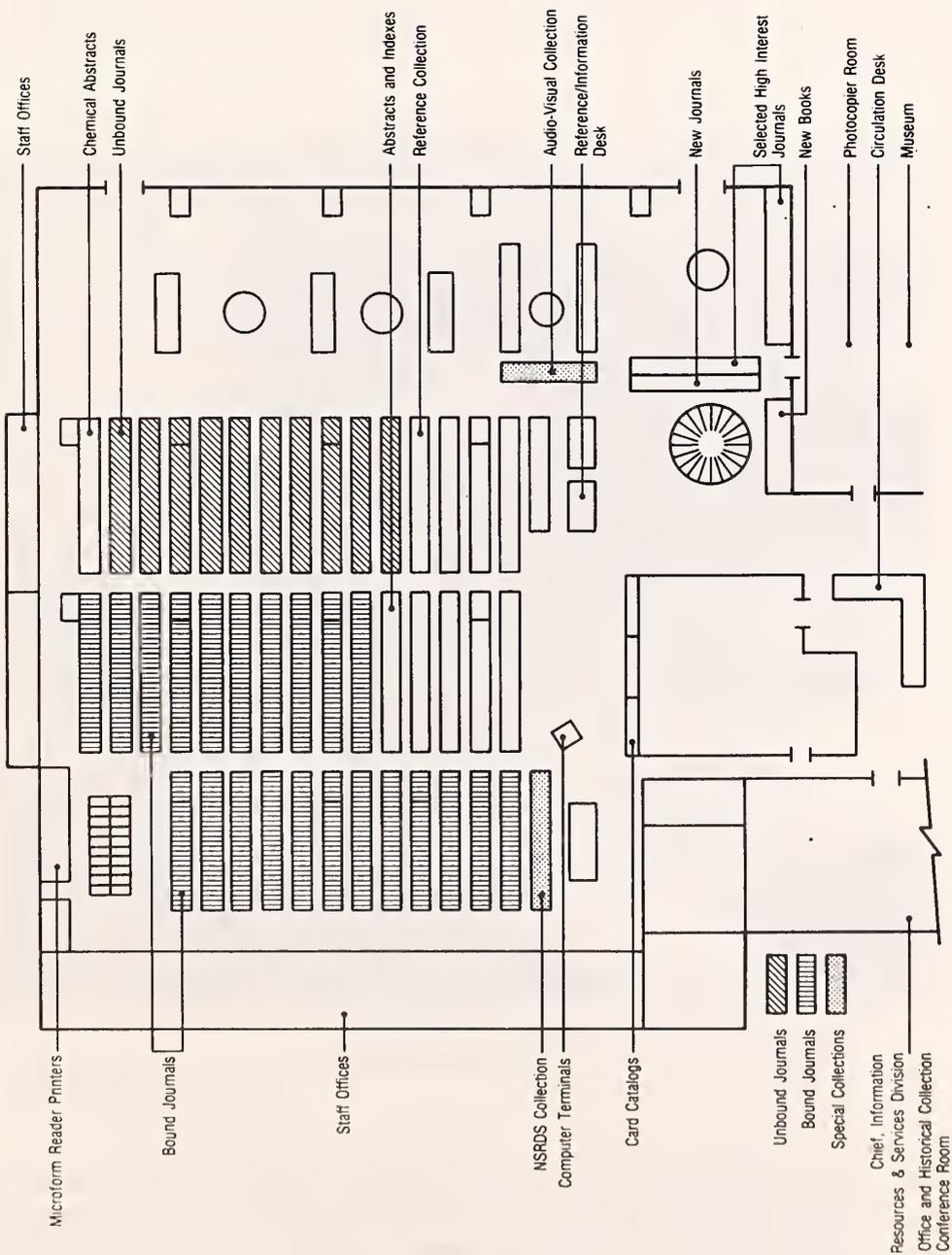
The Research Information Center is open to NBS staff, guest workers, and associates 24 hours a day, 7 days a week; however, because of budgetary constraints, Center staff may not be available for consultation before 10:00 a.m. or after 4:00 p.m. on workdays. Signs are posted to indicate the specific hours when services can be provided by Center staff members.

The Information Services staff can assist you by providing answers to your questions. They also conduct computerized literature searches and arrange for translations. Information Services are described in more detail in Chapter 3.

The Circulation staff can assist you in borrowing materials or physically locating them. They also provide



Mezzanine  
 Figure 3b. Master Layout



Main Floor

Figure 3a. Master Layout



Figure 4. NBS Museum

help in operating the microform and the photocopy machines. Circulation services are described in more detail in Chapter 4.

## WHAT'S IN THE RESEARCH INFORMATION CENTER?

The collections of the Research Information Center include materials in the fields of physics, chemistry, mathematics, engineering, metrology, statistics, materials science, and computer technology. Books and journals form the major components of the Center's collections.

The Center's special collections include the Historical Collection, the Intergovernmental Affairs (IGA) Collection, the NBS Publications Collections, the National Standard Reference Data System (NSRDS) Collection, and the Noncurrent Materials Collection. Materials in special formats include: Audiovisuals, Maps, Microcomputer Software, NBS Historical Information, Reports and Government Documents on Microfilm or Microfiche, and Telephone Directories on Microfiche. The general and special collections and the materials in special formats are described in more detail in Chapter 2.

The NBS Museum is a part of the Research Information Center and is in the Center's lobby. It displays approximately 130 items that document past and present scientific work of the Bureau and constitute a record of the Bureau's achievements. Figure 3a shows the location of the Museum. Some of items displayed include:

- First AC radio receiver developed by P. D. Lowell and F. W. Dunmore in 1922. It avoided the inconvenience of batteries by using household 110-volt alternating current.

- Polystyrene spheres, 10 micrometers in diameter, which were manufactured by the crew of the U.S. space shuttle "Challenger" during its flight in 1983. The spheres are sold by NBS as **Standard Reference Material No. 1960** and provide a nearly ideal microlength standard. The

spheres are an important tool for calibrating instruments that are used to examine very small particles.

- Objects machined by an industrial robot in the Bureau's Automated Manufacturing Research Facility (AMRF).

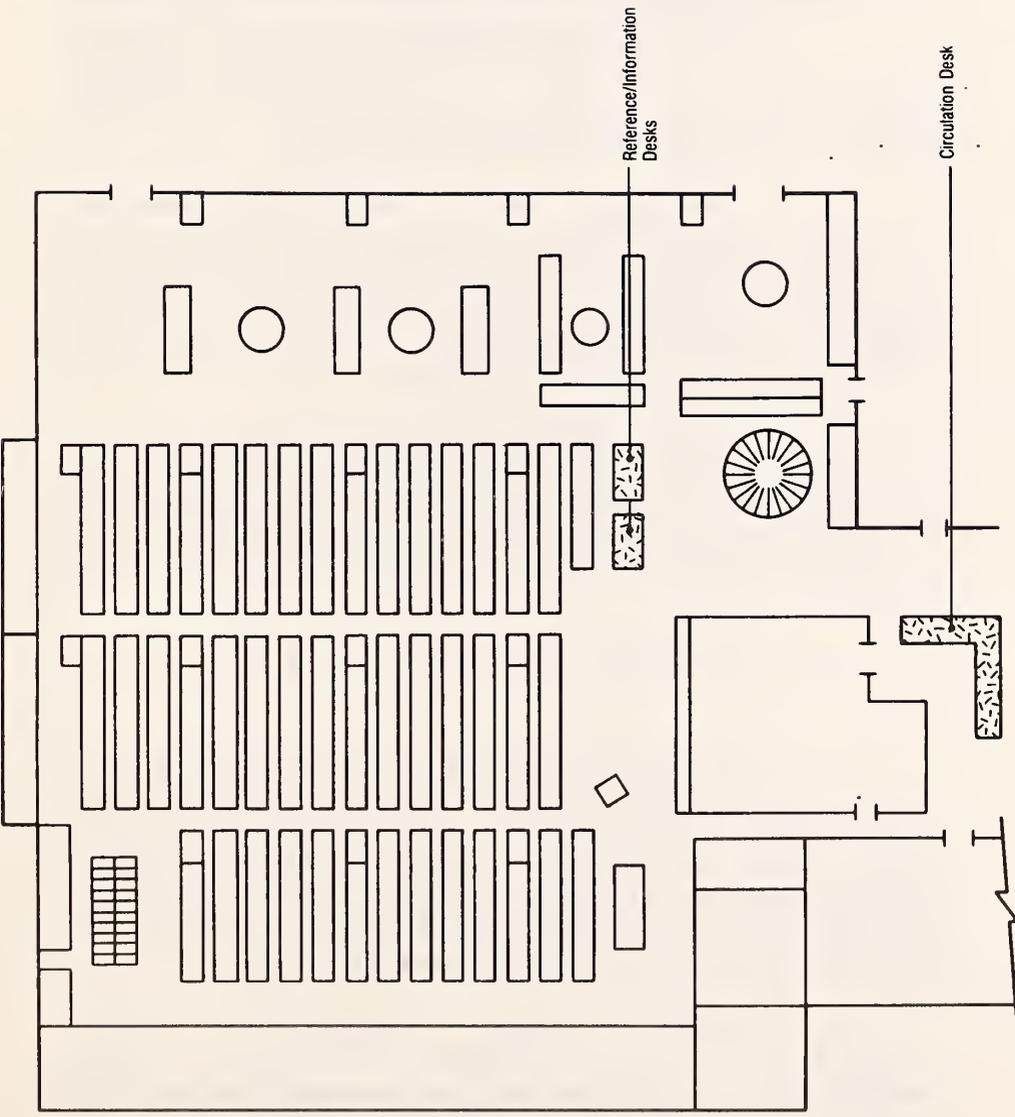
## **HOW DO YOU FIND A SPECIFIC ITEM?**

You can access the Research Information Center's collections through the card catalog, through an automated "card" catalog called LIBRO (LIBrary Resources Online), or with the help of the Information Services staff. These three methods are described in greater detail in Chapter 3.

The card catalog is arranged alphabetically by author, title, and subject. It is divided into two parts: an author-title catalog and a subject catalog. Most of the materials in the Center are organized on the shelves by call number, which appears in the upper left-hand corner of each catalog card. If you need assistance in the use of the card catalog or have some questions about the contents of the cards, the staff member at the Reference/Information desks will be happy to help you.

LIBRO is the Center's automated system for circulation and retrieval. If you cannot find a record for a recent monograph in the card catalog, ask the Information Services staff to check LIBRO. LIBRO also includes information on which journal issues have been received.

The Information Services staff can also help you obtain information by accessing an extensive collection of reference books, abstracts, and indexes and by performing searches in one or more of over 250 online data bases. See Figure 5 for the location of the Reference/Information desks.



Main Floor

Figure 5. Circulation and Reference/Information Desks

## WHERE CAN YOU USE IT?

Once you have located the material you need, you can:

- Read it in the Research Information Center. Reading areas are located on the main and mezzanine floors. Private study rooms are also available and may be reserved at the Reference/Information desks.

- Check it out. Most materials can be borrowed. When a Circulation Attendant is present, you can charge the materials out through an automated system. At all other times, you must fill out a charge slip. See Figure 5 for the location of the Circulation desk. For more information about these procedures, see Chapter 4.

- Copy it. Copiers are located on the main floor (see Figure 3a). The Copyright Revision Act of 1976 (P.L. 94-553, Title 17 U.S. Code) allows you to make a single copy of journal articles or portions of books for research use. Microform reader/printers are also located on the main floor (see Figure 3a).

If you are unable to find the material you need, you can:

- Ask that it be located. If you can't find an item on the shelves, fill out the Book Request/Interlibrary Loan form found at the Circulation desk, and the Circulation staff will look for the item. If another NBS staff member has borrowed it, the Circulation staff will ask that it be returned and notify you as soon as it becomes available. For more details on these procedures, see Chapter 4.

- Arrange to have it borrowed from another organization. If the Research Information Center collections do not include the item you need, we can often arrange to borrow it from an outside source. Fill out the Book Request/Interlibrary Loan form and check the Interlibrary Loan box. For more information on interlibrary loan, see Chapter 4.

- Recommend it be purchased. Forms for recommending additions to the Research Information Center's collections are located at the Circulation desk and in the Center's monthly publication, **Sci-Tech Information**. For more information on purchases, see Chapter 4.



Figure 6. Book Stacks.

## 2. THE COLLECTIONS

The collections of the Research Information Center are shelved by type of material: books; journals, which may be shelved in one of four locations; special collections; and materials in special formats.

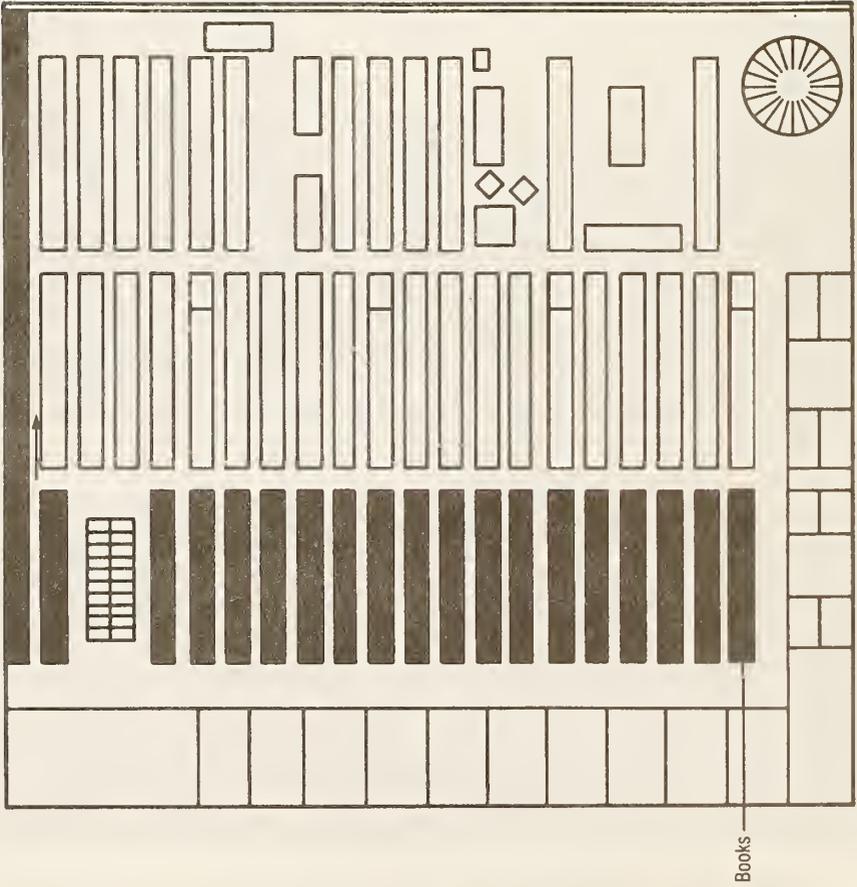
### BOOKS

Books, which are sometimes referred to as monographs, represent a relatively small part of the Research Information Center's collections. They are fully cataloged and can be identified in either the manual or automated catalog by author, title, or subject. Books that can be charged out are shelved in the main collection on the mezzanine. They are arranged by call number based on the Library of Congress classification schedule (see Appendix C for the areas of the classification schedule used frequently by NBS). Figure 7 shows the location and shelving pattern for books.

New books are displayed on shelves on the main floor for one week (see Figure 3a). They are placed on display every Thursday afternoon by 3 p.m. and remain there until the following Thursday morning. While they are on display, they can be borrowed overnight, beginning at 4 p.m. on Monday through Thursday and at 1 p.m. on Friday. All new books must be returned on the morning of the following workday.

### JOURNALS

Journals represent the bulk of the Research Information Center's resources. The term "journals" is frequently used interchangeably with the term "periodicals." Both are types of "serials," which are publications issued in successive parts bearing numerical and chronological designations and intended to be continued indefinitely. Serials include annual publications and publications issued at



Mezzanine

Figure 7. Location and Shelving Pattern for Books



Figure 8. Journal Stacks.

irregular intervals as well as journals and periodicals. In the Research Information Center, these types of serials are referred to as "journals."

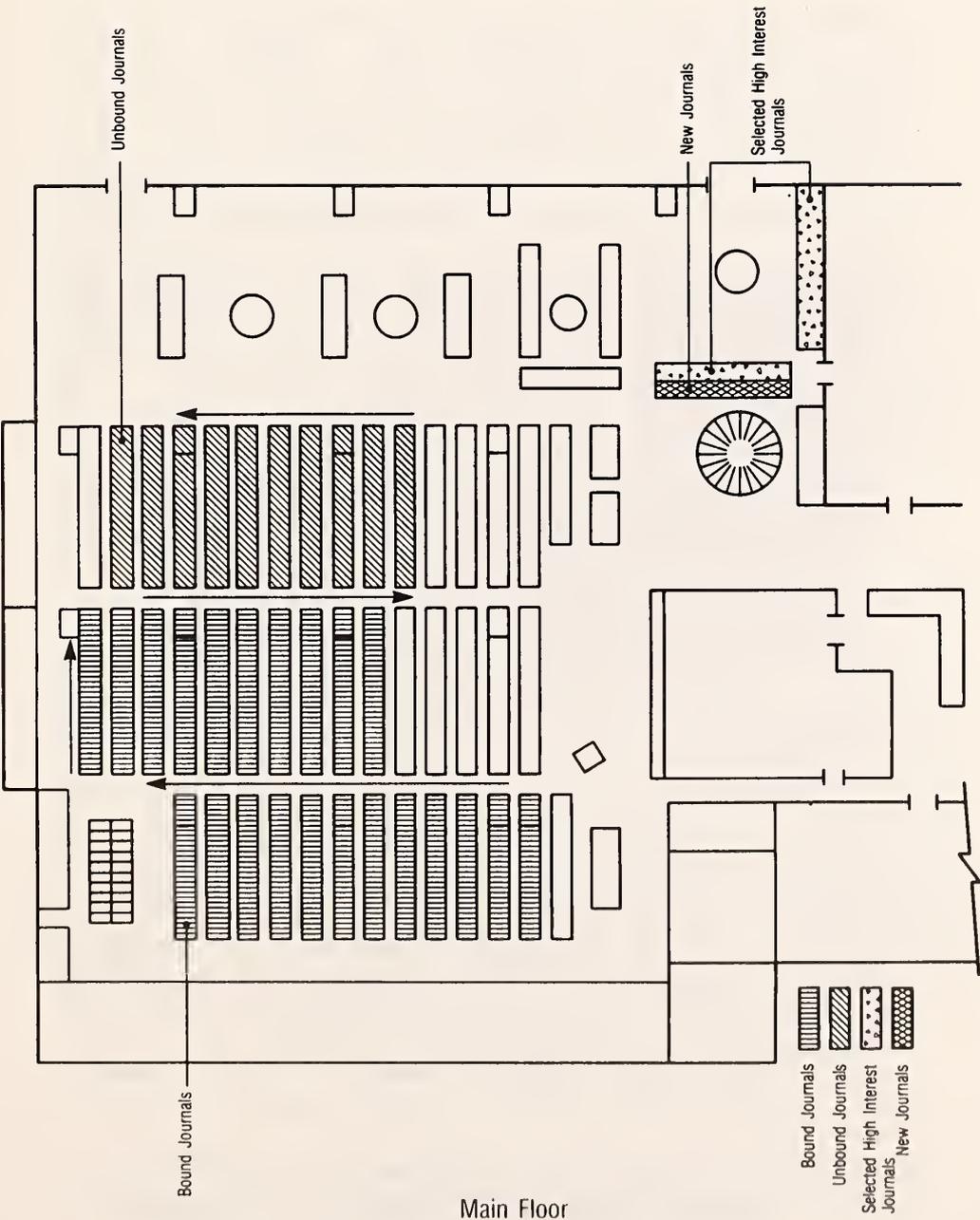
Journals are shelved in one of four locations: bound, unbound, new, and selected high-interest. Figures 9a and 9b show the location and shelving pattern for journals. See also the section on Journal Access in Chapter 3.

**Bound Journals.** Bound journals represent the largest group of serials in the Research Information Center. They are arranged by call number and shelved on both the main and mezzanine floors. In general, issues in the bound journal sections are at least two years old. Noncurrent titles, such as those that have been discontinued or back volumes of journals that have very long runs, are shelved in the basement (see also the section on Special Collections in this chapter). Annual and irregularly issued serials are shelved in the bound journal sections.

**Unbound Journals.** Unbound journals are shelved on the main floor. They are arranged alphabetically by the title that appears on the cover of the journal.

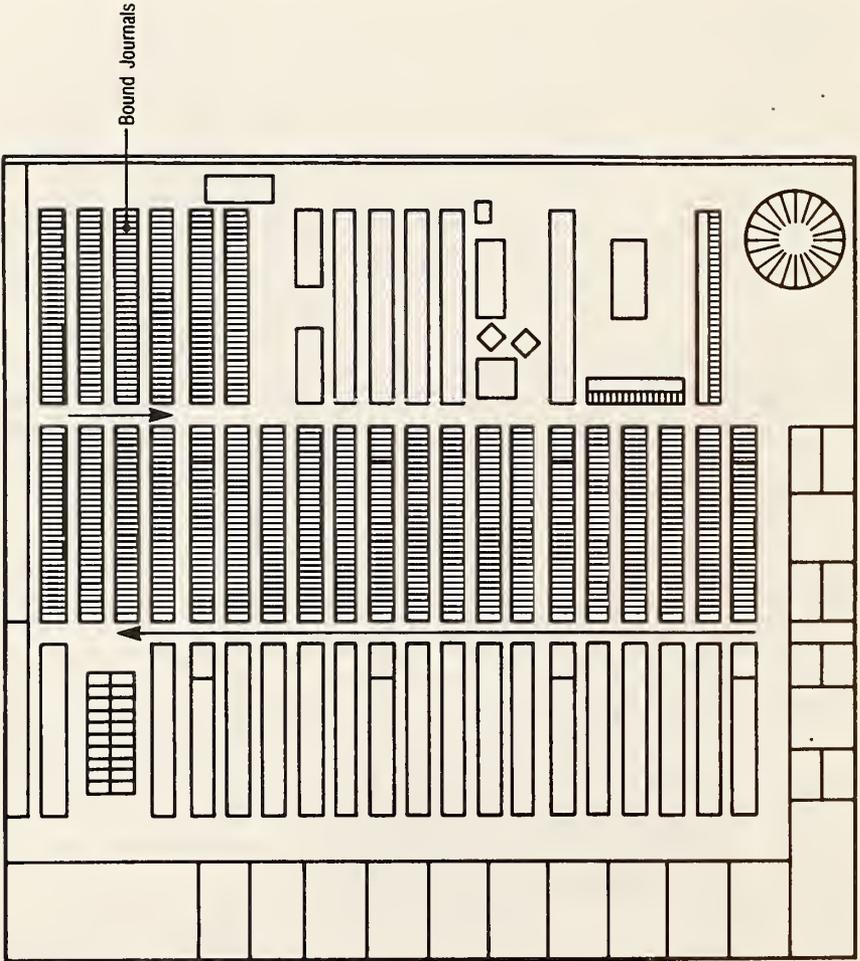
**New Journals.** New journals, that is, journals that the Center is receiving for the first time, are displayed in a special area on the main floor for the first 12-24 months of their subscription. Attached to each issue is an evaluation slip to rate the usefulness of the journal. Please record your evaluations of the journal on the slips to help us determine whether to continue the subscription.

**Selected High-Interest Journals.** The current year of about 50 unbound journals of very high interest to NBS staff have been identified and placed in a special location on the main floor near the photocopier room. They are shelved alphabetically by title and include such items as: **Applied Physics Letters, Journal of Applied Physics, Journal of the American Chemical Society, Physical Review Letters, and Science.**



Main Floor

Figure 9a. Location and Shelving Pattern for Journal Collections



Mezzanine

Figure 9b. Location and Shelving Pattern for Journal Collections

## SPECIAL COLLECTIONS

The special collections in the Research Information Center include the Historical Collection; the Intergovernmental Affairs (IGA) Collection; the NBS Publications Collections; the National Standard Reference Data System (NSRDS) Collection; and the Noncurrent Materials Collection. Figures 11a and 11b show the location of these collections.

**Historical Collection.** The Historical Collection is housed in Room E-104 at the entrance to the Research Information Center (see Figure 11a). It contains books documenting the development of science and technology in western society, with particular emphasis on the development of metrology. The volumes date from 1533 to the present. In addition to protecting and displaying this unique Collection, Room E-104 serves as a conference room that can accommodate meetings of 12-15 people. (To reserve E-104 for meetings, call the Information Resources and Services Division office.)

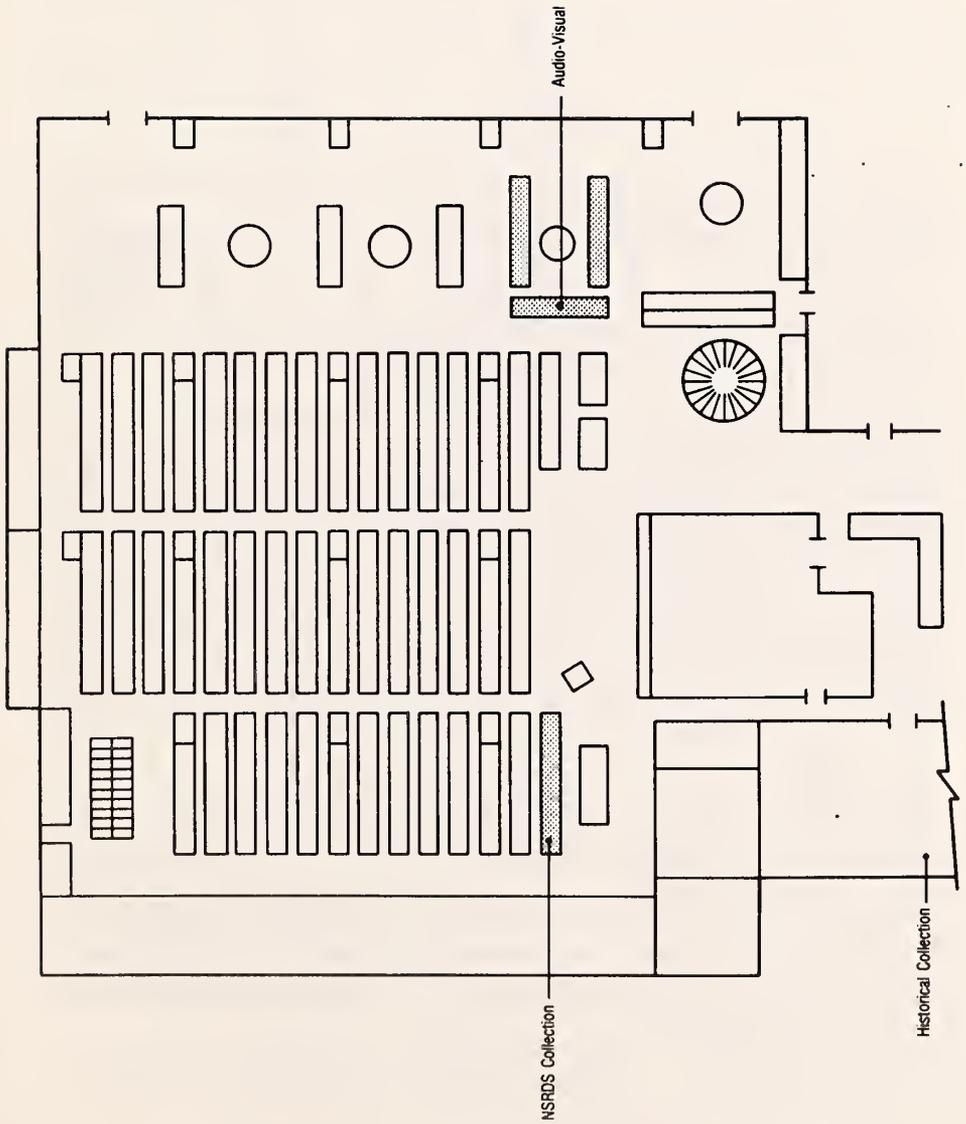
Items in the Historical Collection are fully cataloged. Cards for these titles are filed in the card catalog and are covered with a plastic overlay with the words "Special Historical Collection" printed in black. For information about this Collection or its use, inquire at the Reference/Information desks.

**Intergovernmental Affairs (IGA) Collection.** The IGA Collection serves as a limited source of legal authority and precedent for NBS programs. In addition, the Collection includes Congressional documents and regulatory/administrative documents that are relevant to NBS activities. It is housed on the mezzanine. Catalog cards for items in this Collection are filed in the card catalog and are covered with a plastic overlay with the words "Intergovernmental Affairs" or "IGA" printed in green.

Microfiche editions of all publications of the U.S. Congress from 1977 on are stored in the IGA area. Also

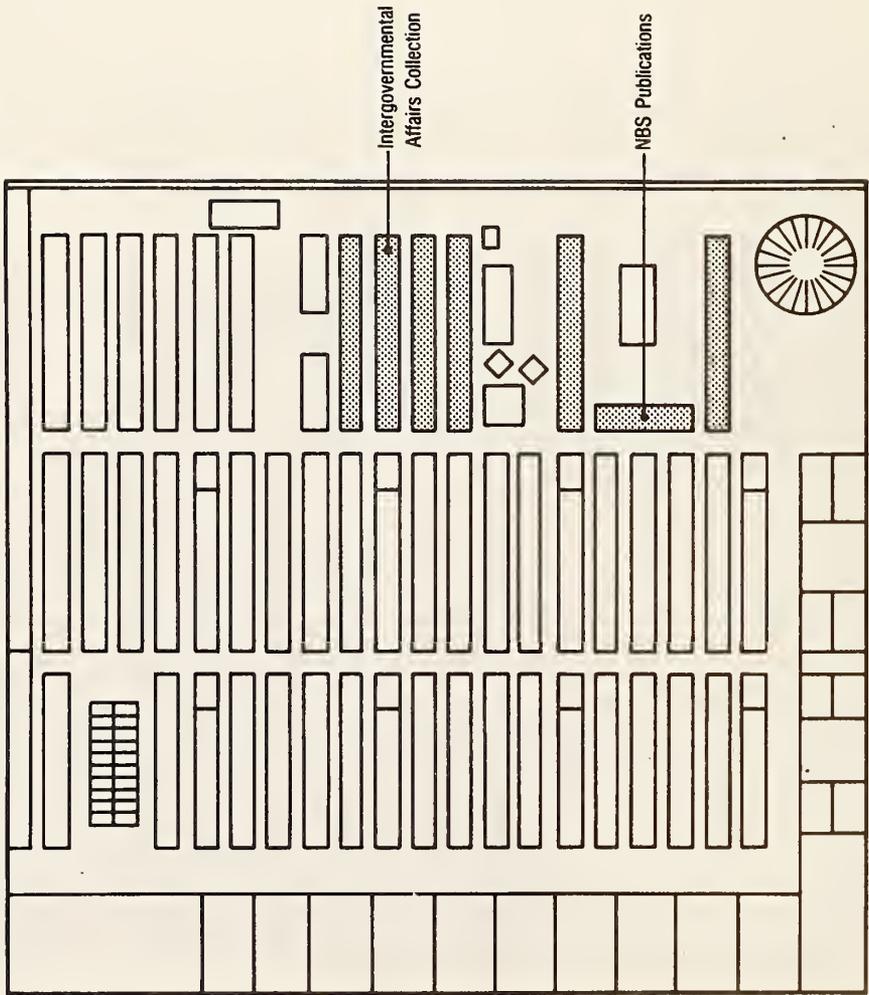


Figure 10. Historical Collection–Conference Room



Main Floor

Figure 11a. Special Collections



Mezzanine

Figure 11b. Special Collections

available on microform are earlier years of the **Congressional Record**, the **Federal Register**, and the **Code of Federal Regulations**.

Examples of questions that can be answered by using this Collection include:

- What is the Communications Act of 1934?
- Where can I find background material on the intent of Congress in passing the Climate Control Act of 1978?

For assistance in using this Collection, ask the Information Specialist at the Reference/Information desks.

**NBS Publications Collections.** Two sets of all NBS publications are maintained in the Center. One set, which is for reference only and does not circulate, is located immediately behind the Reference/Information desks. Items from the second set, which is located on the mezzanine, may be checked out. New NBS publications are also displayed on the main floor next to the new book display. Both Collections are used heavily to answer questions about publications published by the Bureau. If you need help in using these materials, inquire at the Reference/Information desks.

**National Standard Reference Data System (NSRDS) Collection.** The NSRDS Collection includes compendia of data on physical and chemical properties of matter that have been compiled or critiqued by the scientific staff of the Office of Standard Reference Data. The material is arranged according to the following classification scheme:

- General Properties and Materials (Broad coverage of properties and materials)
- Nuclear Properties (Data on fundamental particles, nuclear structure data; nuclear moments; radioactivity; neutron, photon, and charged particle cross sections; interactions of radiation with matter)

- Atomic and Molecular Properties (Atomic energy levels and spectra; molecular structure; collision cross sections; mass spectra; Mössbauer spectra; NMR and ESR; microwave, infrared, Raman, visible, ultra-violet and x-ray spectra of molecules)

- Solid State Properties (Crystallographic data; electric and magnetic properties; semiconductors; superconductors; optical properties; diffusion; mechanical properties)

- Chemical Kinetics (Rate constants for gas, liquid, and solid phase reactions; radiation chemistry)

- Colloid and Surface Properties (Surface tension; adsorption data; catalytic properties)

- Thermodynamic and Transport Properties (Alloys; ceramics; fused salts; electrolytes; thermophysical properties of fluids; physical properties; solubility; thermodynamic tables; thermal conductivity).

The classification scheme used for the NSRDS Collection differs from that used in the other Research Information Center collections. On all the catalog cards for titles in this Collection, the letters "NSRDS" are printed below the call number.

The NSRDS Collection is used heavily by NBS staff members and by outside researchers. Examples of the types of question that can be answered by using this Collection include:

- What is the thermal conductivity of palladium?

- What is the freezing point of tetrachloroethylene?

The Information Specialist at the Reference/Information desks can help you use this Collection or refer you to the appropriate NSRDS staff member.

**Noncurrent Materials Collection.** This Collection is housed in the lower level of the Research Information Center. It includes journals used infrequently, such as journals that have been discontinued or back volumes of journals that are still being received. Titles in this Collection can be identified in the card catalog by a plastic overlay on the main entry card with the words "Non-current Collection" printed in brown (see Chapter 3 for a discussion of main entries).

## **MATERIALS IN SPECIAL FORMATS**

Certain categories of materials are kept together because they are issued in special formats. They include: Audiovisuals; Maps; Microcomputer Software; NBS Historical Information; Reports and Government Documents on Microfilm or Microfiche; and Telephone Directories on Microfiche.

**Audiovisual Collection.** The Audiovisual Collection consists of audio and videotapes on subjects related to the Bureau's work. Typical titles include "Measurement: The Vital Link" and "The Automated Manufacturing Facility." These items are available in 16 mm film and VHS, Beta, and 3/4" videocassette formats. They are housed near the Reference/Information desks and may be borrowed for three days.

**Maps.** A noncirculating collection of maps of U.S. cities and states and foreign cities is housed in a vertical file near the Reference/Information desks. A collection of atlases in an atlas case is housed in the Main Reading Room.

**Microcomputer Software.** The Research Information Center has a small collection of disks containing public domain software for microcomputers. Most of these disks are in CP/M or IBM PC formats. A directory of the disks available can be consulted at the Reference/Information desks. The disks can be borrowed for three days, and six disks may be checked out at one time.

**NBS Historical Information Collection.** Materials in the Historical Information Collection document the Bureau's past programs and achievements. In addition, the Center's Historical Information Specialist manages an oral history program that includes the taped recollections of distinguished former NBS scientists and program managers. Biographical files on present and former distinguished NBS scientists and program managers are also maintained. For additional information on the use of this Collection; contact the Historical Information Specialist.

**Reports and Government Documents on Microfilm or Microfiche.** Several types of materials, such as technical reports and some journal titles, are received in microform formats. This collection and the reader/printers are located on the main floor at the rear of the bound journal section (see Figure 3a). Titles in microform formats are designated by blue cards in the card catalog and, where applicable, by the abbreviation "M" in the publication **NBS Serial Holdings**, which is updated and reissued annually.

**Telephone Directories on Microfiche.** This collection, which contains white and yellow-page telephone directories for selected cities and towns throughout the United States, is located in the Main Reading Room near the atlas case. A suggestion sheet is placed next to the microfiche reader for users to recommend additional cities that they would like to have included in the collection. The Research Information Center keeps paper copies of local Maryland, District of Columbia, and Virginia directories, as well as paper copies of directories not purchased on microfiche. All other paper directories are discarded as they are replaced with microfiche.

### 3. ACCESS TO THE COLLECTIONS

Access to the collections of the Research Information Center is provided through the card catalog, the automated catalog or LIBRO, and the information services furnished by the Center's staff. Because journals constitute such a large proportion of the Research Information Center's resources, access to journals is described separately.

#### CARD CATALOG

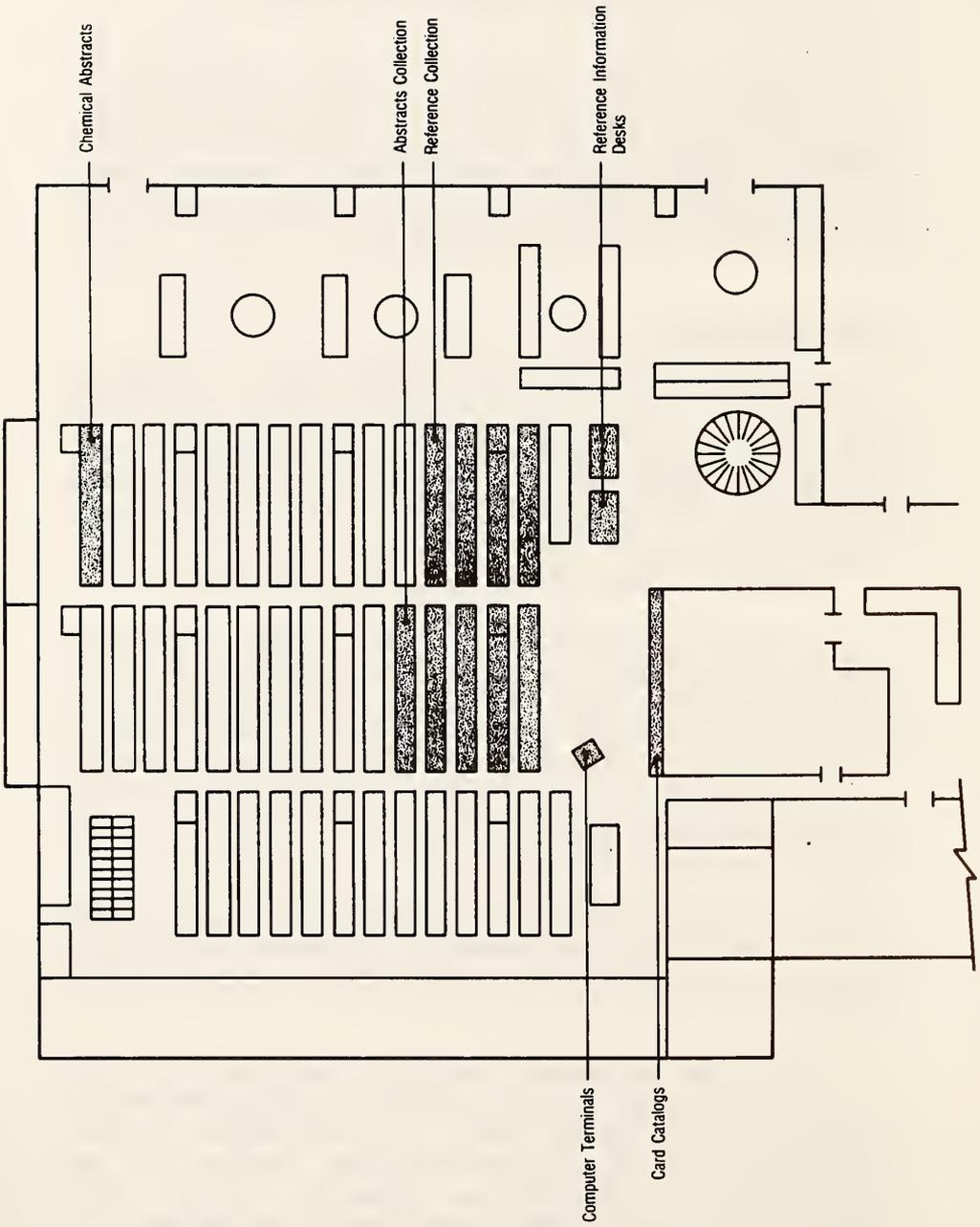
The card catalog provides author, title, and subject access to most of the materials in the collections of the Research Information Center. For the location of the card catalog, see Figure 12. The catalog is arranged in two sections: one for authors and titles, the other for subjects.

The card catalog contains two types of cards:

- Main entry (see Figure 13a). The main entry card has no additional information typed or written above the topmost line that is farthest to the left on the card. For most books, the main entry card will be the author card; for most journals, the title card. If a cataloged item is part of a special collection, that information is indicated either on a plastic overlay on the main entry card or beneath the call number on all of the cards.

- Added entries (see Figures 13b, 13c, 13d, and 13e). Added entry cards consist of additional cards for a single item, such as those for joint authors, titles, series, or subjects.

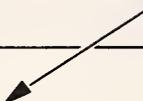
Each item cataloged is assigned a call number, which is printed in the left-hand margin of the catalog card and on the spine of the book or journal. The call number is based on the Library of Congress classification schedule, and the portions of the classification schedule that are used frequently by the Research Information Center are listed in Appendix C. The call number consists of a combination of



Main Floor

Figure 12. Means of Access Highlights

Call No.



QC680  
•D53  
1985

Dittrich, Walter.  
Effective Lagrangians in quantum  
electrodynamics / Walter Dittrich,  
Martin Reuter. -- Berlin ; New York :  
Springer-Verlag, 1985.  
244 p. : ill. ; 24 cm. -- (Lecture  
notes in physics ; 220)  
Bibliography: p. [242]-244.  
2289456  
ISBN 3-540-15182-6

1. Quantum electrodynamics.
2. Lagrangian functions. I. Reuter,  
Martin, 1958- II. Title
- III. Series

DBS      31 MAY 85      11623682      NBSSat      85-2527

Figure 13a. Main Entry Card

**LAGRANGIAN FUNCTIONS.**

QC680  
.D53  
1985

Dittrich, Walter.  
Effective Lagrangians in quantum  
electrodynamics / Walter Dittrich,  
Martin Reuter. -- Berlin ; New York :  
Springer-Verlag, 1985.  
244 p. : ill. ; 24 cm. -- (Lecture  
notes in physics ; 220)  
Bibliography: p. [242]-244.  
2289456  
ISBN 3-540-15182-6

1. Quantum electrodynamics.
2. Lagrangian functions. I. Reuter,  
Martin, 1958- II. Title
- III. Series

DBS 31 MAY 85 11623682 NBSSsc 85-2527

Figure 13b. Subject Added Entry Card

**QUANTUM ELECTRODYNAMICS.**

QC680  
.D53  
1985

Dittrich, Walter.  
Effective Lagrangians in quantum  
electrodynamics / Walter Dittrich,  
Martin Reuter. -- Berlin ; New York :  
Springer-Verlag, 1985.  
244 p. : ill. ; 24 cm. -- (Lecture  
notes in physics ; 220)  
Bibliography: p. [242]-244.  
2289456  
ISBN 3-540-15182-6

1. Quantum electrodynamics.
2. Lagrangian functions. I. Reuter,  
Martin, 1958- II. Title
- III. Series

DBS 31 MAY 85 11623682 NBSSsc 85-2527

Figure 13c. Subject Added Entry Card

**Effective Lagrangians in quantum  
electrodynamics**

QC680  
.D53  
1985

Dittrich, Walter.

Effective Lagrangians in quantum  
electrodynamics / Walter Dittrich,  
Martin Reuter. -- Berlin ; New York :  
Springer-Verlag, 1985.

244 p. : ill. ; 24 cm. -- (Lecture  
notes in physics ; 220)

Bibliography: p. [242]-244.

2289456

ISBN 3-540-15182-6

1. Quantum electrodynamics.
2. Lagrangian functions. I. Reuter,  
Martin, 1958- II. Title
- III. Series

DBS 31 MAY 85 11623682 NBSSat 85-2527

Figure 13d. Title Added Entry Card

**Lecture notes in physics ; 220.**

QC680  
.D53  
1985

Dittrich, Walter.

Effective Lagrangians in quantum  
electrodynamics / Walter Dittrich,  
Martin Reuter. -- Berlin ; New York :  
Springer-Verlag, 1985.

244 p. : ill. ; 24 cm. -- (Lecture  
notes in physics ; 220)

Bibliography: p. [242]-244.

2289456

ISBN 3-540-15182-6

1. Quantum electrodynamics.
2. Lagrangian functions. I. Reuter,  
Martin, 1958- II. Title
- III. Series

DBS 31 MAY 85 11623682 NBSSat 85-2527

Figure 13e. Series Added Entry Card

letters and numbers to identify a book or journal uniquely. For example:

QA	=	Mathematics
251	=	Universal algebra/Linear algebra
251.38	=	Local rings
.S34	=	Unique number for author
1978	=	Date of publication

## **LIBRO**

The LIBRO, or LIBrary Resources Online, system provides an online catalog and a circulation system (the circulation component is described in more detail in Chapter 4). The online catalog contains over 40,000 records, of which 3,000 are records for serial titles. The majority of the records are for books acquired by the Research Information Center since 1974. Records for older titles are added on a selective basis. New issues of about 250 journals are also entered into LIBRO.

For books, LIBRO is more up-to-date than the card catalog. In the near future, cards will no longer be filed in the card catalog. Instead, patrons will query LIBRO via public access terminals. The card catalog would be used to find records for older and noncurrent titles. If you would like to see a demonstration of LIBRO, inquire at the Reference/Information desks.

## **JOURNAL ACCESS**

When using journals, it is important to know which issues are bound and which are unbound because they are shelved in different locations (see Figures 9a and 9b for their locations). Bound journals are shelved by call number. Unbound journals are shelved by title in the unbound journal stacks, on the selected high-interest journal shelves, or in one of the special collections. In general, issues of a journal published in the last two years are not bound. To aid users in locating unbound journals, an alphabetical list of the

titles shelved in a particular stack is posted on the aisle ends of the appropriate shelves.

Access to the journals in the collections of the Research Information Center can be accomplished by checking:

**NBS Serial Holdings.** This publication is updated and reissued annually to provide users with a quick reference to the journals in the Research Information Center. Call numbers are listed for bound journals. If there is a question as to whether a title has been treated as a serial or as a book, its appearance in **NBS Serial Holdings** indicates that it is shelved with the journals. Copies of the current issue of **NBS Serial Holdings** can be found in several locations: hanging from the shelves in the journal stack areas; at the Reference/Information and Circulation desks; and in many technical divisions and centers of the Bureau.

**The Card Catalog.** The record for a journal in the card catalog indicates the volume and year that the Research Information Center began subscribing to this title. The main entry card may be followed by a holdings card showing which issues or volumes have been bound. Unbound issues are not recorded in the card catalog.

**LIBRO.** The online catalog contains information on which issues or volumes have been bound for about 2,750 frequently used journal titles and on the receipt of unbound issues for about 250 titles.

**The Research Information Center's Automated Serials Check-In System.** If you cannot find a current issue of a journal on the shelf in the unbound journal stacks, on the selected high-interest journal shelves, or in a special collection, ask the Information Specialist at the Reference/Information desk to check the Center's automated check-in system to see if the Center has actually received this issue. If the issue has been received, it may have been borrowed by another user. The Circulation Attendant can help you locate it (see Chapter 4).



Figure 14. Reference-Information Desk

## INFORMATION SERVICES

The Research Information Center provides a variety of Information Services and tools to assist you. The focal point for these aids is the Reference/Information desks, which are staffed by at least one Information Specialist during most working hours. For the exact times, consult the signs at the desks.

The tools available include:

**The Reference Collection.** The Reference Collection provides quick access to information found in directories, statistical compendia, encyclopedias, biographies, and foreign language dictionaries. These materials are shelved in a central location on the main floor near the Reference/Information desks (see Figure 12).

**The Abstracts and Indexes Collection.** Abstracts and indexes provide access to a variety of information in journals, books, dissertations, and conference proceedings. The Research Information Center subscribes to a broad range of printed abstracting and indexing services (see Figure 12) in the scientific and technical fields. In the card catalog, records for these titles have a plastic overlay with the words "Abstracts Collection" printed in red. Many of these services are also available as online data bases (see also the section below on Online Search Services). A list of the major abstracts and indexes available in the Research Information Center appears in Appendix A.

Information Services provided include:

**Online Search Services.** The Research Information Center subscribes to over 250 online data bases. A list of the major data bases used appears in Appendix B. Inquiries about online searches should be made at the Reference/Information desks, where the Information Specialist will provide the requester with a form to fill out indicating the exact nature of the request and schedule a time to conduct the search. The requester is encouraged to be present during the search.



Figure 15. Online Search

The cost of a search varies with the data base queried but averages about \$45 for a 20-minute search. The first search for an NBS employee is free. After that, the requester must pay for all online costs; therefore, you must furnish a cost center number before your search is undertaken. When the Research Information Center receives the bill for your search, your cost center will be debited.

Examples of recent online searches include:

- Information on the use of robots in manufacturing and industry.
- Locating published papers on microwave or rotational spectra.

**Selective Dissemination of Information (SDI).** SDI searches provide citations of new literature on a particular subject on a monthly or semimonthly basis. An Information Specialist prepares a subject profile, which is stored on one or more data bases, and citations are generated automatically whenever the selected data base is updated. The cost of these SDI searches is usually borne by the Research Information Center although it may be debited to the requester's cost center if the cost is unusually high.

**Translation Services.** The Information Services staff can translate short letters, announcements, or invoices. For longer or more detailed materials, they can help you obtain translations. They will check to see whether a translation for a particular item already exists and if it is available. If not, they will arrange to have a translation done. All costs for translations are borne by the requester.

**NBS Programs and Publications Inquiries Desk.** The NBS Programs and Publications Inquiries desk responds to requests from other organizations, the general public, and NBS staff about NBS publications and programs. For further information, contact the NBS Programs and Publications Inquiries specialist.

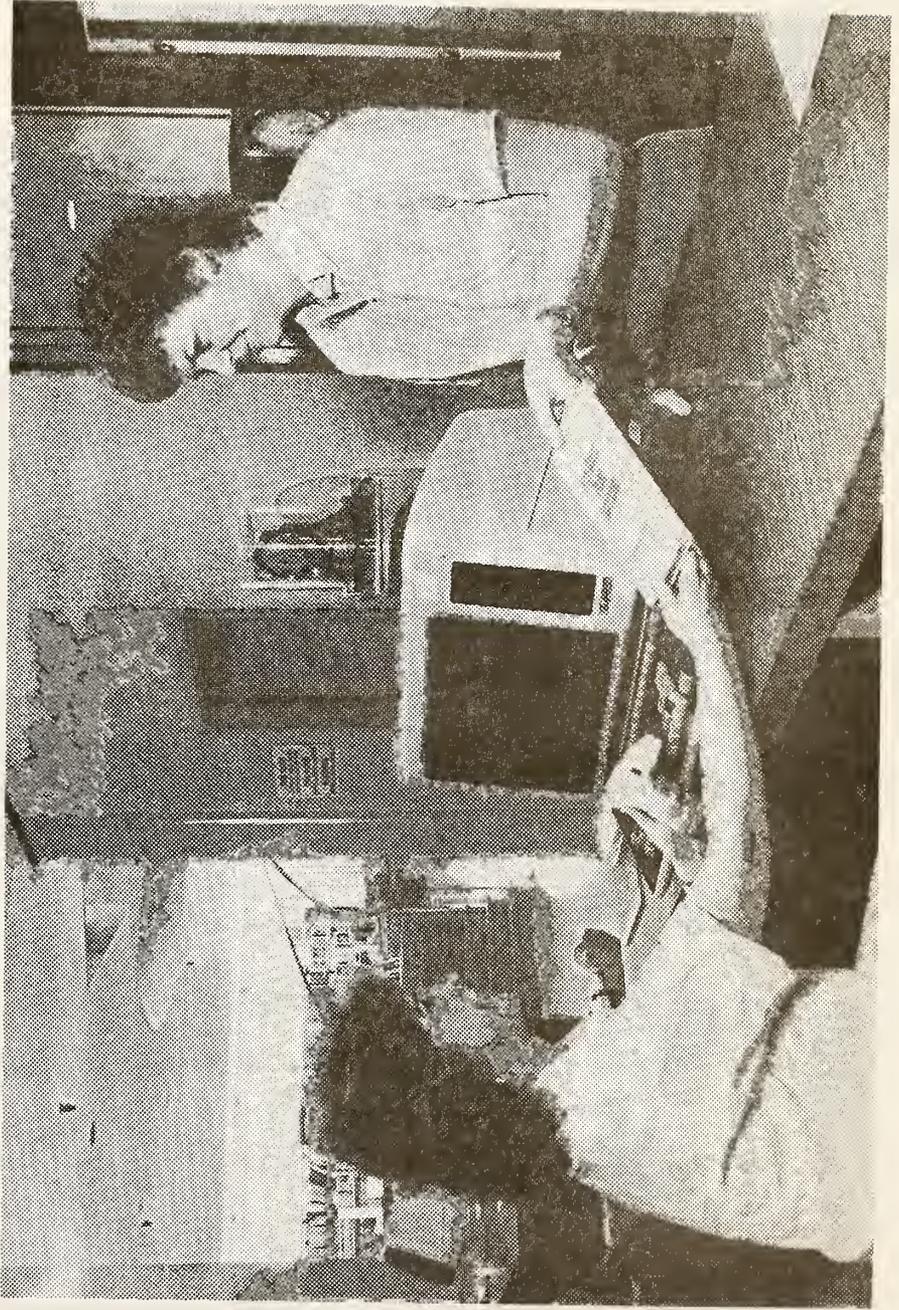


Figure 16. Circulation Desk

#### **4. OBTAINING MATERIALS**

The Research Information Center has a variety of physical facilities for its users. Reading areas are scattered throughout the main floor and the mezzanine. Carrels are located to the rear of the main floor and on the mezzanine. Study rooms are available on a first-come, first-served basis. Inquire at the Reference/Information desks to reserve a room. The study rooms may be requested for an initial two-week period, with one-week renewals if no one else is waiting for a room.

To conserve paper and energy, the Center has installed automatic controls to limit the time that lights are on in the areas where materials are shelved. Lights are turned off automatically between 7:00 and 8:00 p.m. each weeknight. They may be turned back on manually at any time. At 7:30 each workday morning, the lights are turned back on automatically. Schedules for weekends and holidays may vary.

During the period when the lights are normally off, all switches will be checked automatically every half-hour, and any lights that have been turned on will be turned off. Certain safety lights are not affected by the automatic controls to assure that the stack areas will never be totally dark. If you are in the stacks when the lights go off, walk to the nearest column and push the light switch to turn the lights back on.

Several services facilitate the use of the Research Information Center's collections, namely, circulation, interlibrary loan, and acquisitions.

#### **CIRCULATION**

The Circulation Attendants can assist you in charging out materials, renewing them, searching for items that cannot be located, and helping you operate the copiers, microform readers, and reader/printers. For the location of

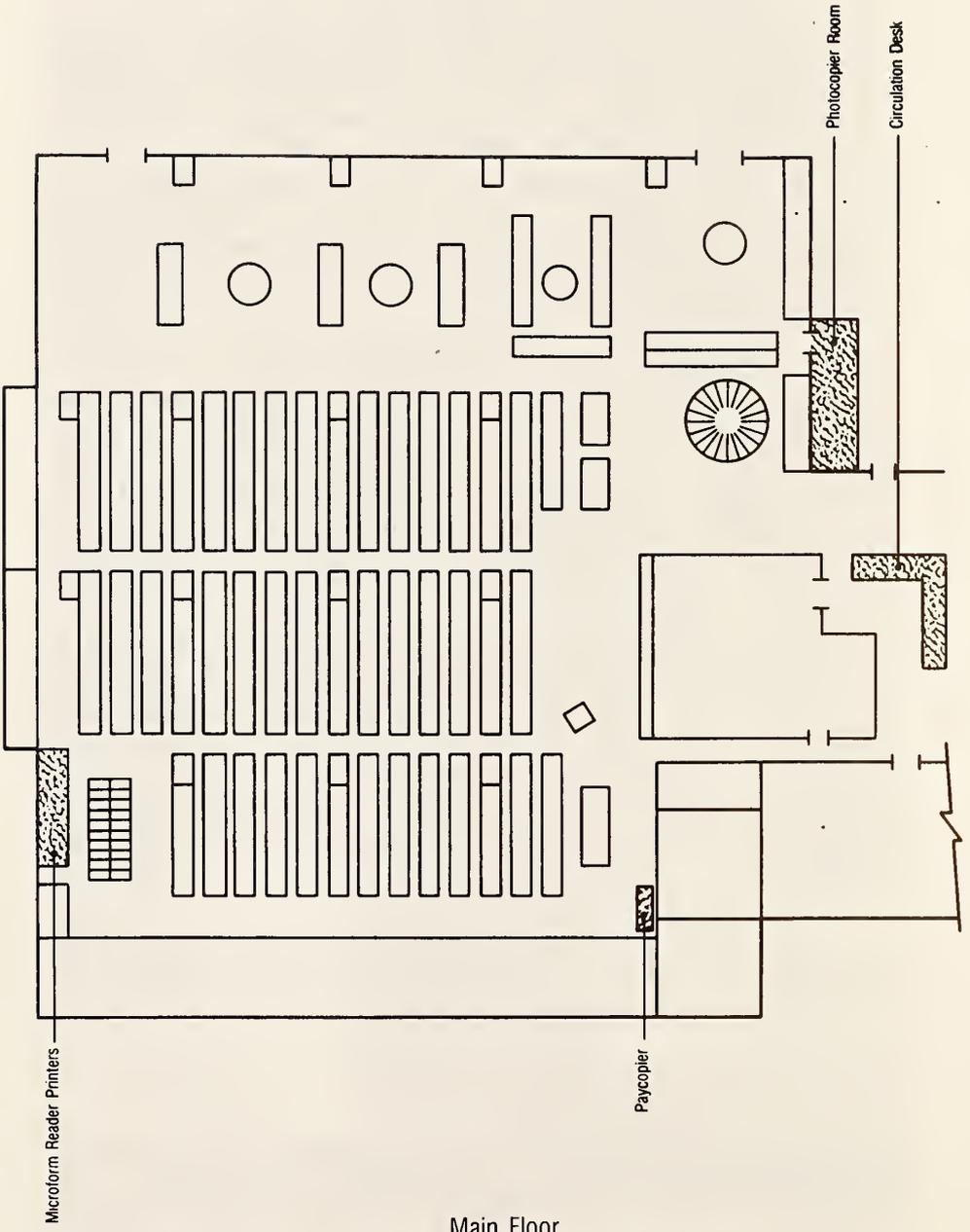


Figure 17. Location of Circulation Services

the copiers, microform readers, and reader/printers, see Figure 17.

**Borrowing Materials.** Most materials in the Research Information Center can be checked out. The loan period, or lack of one, for specific materials is listed below.

### Location Label and Loan Period

Historical Collection (does not circulate)  
Reference Collection or Ref. (does not circulate)  
NBS Publications Collections (Reference Set does not circulate; items from the Circulation Set can be checked out for 1 month)  
NSRDS Collection (overnight)

### Type of Material and Loan Period

Latest Issue of Journal (overnight)  
New Books (overnight)  
Books (1 month)  
Journals, except Latest Issue (1 week)  
Legal Serials (do not circulate)  
Maps (do not circulate)  
Audiovisual Materials (3 days)  
Software (3 days)

For each item checked out, the LIBRO circulation system uses a wand to read an OCR label affixed to the cover of Center materials and a similar OCR label affixed to your NBS identification card. **Remember to bring your NBS ID card with you when you visit the Center.**

During the hours the Circulation desk is not staffed, charts showing the loan periods for different types of materials and sample charge slips (see Figures 18a, 18b, and 18c) are placed on the counter at the Circulation desk as guides to help you fill out the After-Hours Charge-Out Form. Please remember to record the item's OCR number in the appropriate block on the form.

### Charge Slips

Fill out the After-Hours Charge-Out Form for books, bound journals, and unbound journals as indicated in Figures 18a, 18b, and 18c. Please print your name and include your telephone extension, building number, room, and division or section. The OCR number is on the label affixed to the cover of the item.

CALL NO. <i>T 175.5. D86</i>	OCR ACCESSION NO. <i>2489705</i>	DATE DUE <i>8/13/86</i>
AUTHOR <i>Dumbleton, John</i>	NAME (PLEASE PRINT) <i>R. M. Carter</i>	
TITLE <i>Management of                  Tech. Sec. Res. &amp; Dev.                  research + devel.</i>	EXT. <i>3410</i>	DIV/SEC <i>349</i>
	BLDG. <i>101</i>	ROOM <i>E 125</i>
	LEAVE BLANK	
VOL.   MONTH   YEAR     <i>1986</i>	NBS-23 (Rev. 2-76)      LIBRARY LOAN RECORD      U.S. Department of Commerce National Bureau of Standards	

Figure 18a. After-Hours Charge-Out Form-Books

CALL NO. <i>QC1.P53</i>	OCR ACCESSION NO. <i>494209</i>	DATE DUE <i>5/29/86</i>
AUTHOR	NAME (PLEASE PRINT) <i>TOM LACKO</i>	
TITLE <i>Physics Bulletin</i>	EXT. <i>3403</i>	DIV/SEC <i>349</i>
	BLDG. <i>101</i>	ROOM <i>E121</i>
	LEAVE BLANK	
VOL. <i>22</i>   MONTH <i>Feb</i>   YEAR <i>1971</i>	NBS-23 (Rev. 2-76) LIBRARY LOAN RECORD U.S. Department of Commerce National Bureau of Standards	

Figure 18b. After-Hours Charge-Out Form-Bound Journals

CALL NO. <i>unbound</i>	OCR ACCESSION NO. <i>-</i>	DATE DUE <i>6/12/86</i>
AUTHOR	NAME (PLEASE PRINT) <i>DORIS WALTER</i>	
TITLE <i>Combustion and Flame.</i>	EXT. <i>3450</i>	DIV/SEC <i>349</i>
	BLDG. <i>101</i>	ROOM <i>E106</i>
	LEAVE BLANK	
VOL. <i>59</i>   MONTH <i>JAN</i>   YEAR <i>1985</i>	NBS-23 (Rev. 2-76) LIBRARY LOAN RECORD U.S. Department of Commerce National Bureau of Standards	

Figure 18c. After-Hours Charge-Out Form-Unbound Journals

Materials being returned should be placed in the book return chute located at the Circulation desk.

**Book Request/Interlibrary Loan Form.** If you are unable to locate a particular item on the shelves, get a Book Request/Interlibrary Loan Form (see Figure 19) from the Circulation desk and fill it out. Submit the white and blue copies to the Circulation Attendant; save the yellow copy for your own records in case a question arises during the processing of your request. If the material has been charged out to another NBS staff member, the Circulation Attendant will recall it and notify you when the material is available.

## **INTERLIBRARY LOAN**

The Research Information Center can borrow materials from outside organizations if the item you want is not in the Center's collections. Fill out a Book Request/Interlibrary Loan form (see Figure 19) and mark the interlibrary loan box. Give the form to the Circulation Attendant.

To get your material quickly, you must furnish complete and accurate bibliographic information about the item(s). For a book, this includes the full name of the author and the complete title. For a journal article, it includes the name(s) of the author(s) and title of the article, the title of the journal, the volume, month, and year of the issue, and the pages on which the article appears. If abbreviations are used in the title of the journal, record them as cited. The citation can be written on the Book Request/Interlibrary Loan form or copied from the source and stapled to the form. If the citation is written, include the source because this information is useful for the staff when verifying the information and interpreting abbreviations. Use a separate form for each title requested.

Normally, an interlibrary loan request takes about two weeks to fill.

NBS CALL NO.	TODAY'S DATE	NOT NEEDED AFTER	REQUESTED BY (Name) DIV.
Please Type or Print Complete Citation. To Borrow on Interlibrary Loan, CHECK <input type="checkbox"/>			
AUTHOR (Book)			
TITLE (Book or Journal)			
Author and title of article:			
VOL.	NO.	MONTH	YEAR
PAGES		ACCESSION NO.	
BRF - MUC - NST ULS	CA NSA ERA	OCLC	
ROOM AND BUILDING			EXT.

**REQUESTER COPY**

**NOTICE**

**WARNING CONCERNING  
COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Figure 19. Book Request-Interlibrary Loan Form

## ACQUISITIONS

The Research Information Center is constantly adding materials to its collections. Through its Subject Specialists Program, Center staff and Bureau scientists meet regularly to identify materials needed to meet the information requirements of NBS projects. In addition, any NBS employee can submit a request to purchase an item (see Figure 20).

New books and journals are displayed in special locations on the main floor (see Figure 3a). New books are placed on display each Thursday afternoon by 3 p.m. and remain on display until the following Thursday morning. They can be borrowed overnight, beginning at 4 p.m. on Monday through Thursday and at 1 p.m. on Friday. They must be returned on the morning of the following work day.

For the first 12-24 months they are received, new journals are displayed so that they can be evaluated. Attached to each issue of a journal is an evaluation slip for readers to rate the usefulness of the journal. It is important that you fill out these slips because this information helps the Center determine whether the subscription will be continued. The display of new journals is located on the main floor near the photocopier room (see Figure 3a).

New acquisitions are also listed in **Sci-Tech Information**, a monthly publication issued by the Research Information Center. Copies of the current issue are available at the Reference/Information and Circulation desks.

NBS-140  
(REV. 4-86)

U. S. DEPARTMENT OF COMMERCE  
NATIONAL BUREAU OF STANDARDS

RECOMMENDATION FOR ADDITION TO NBS RESEARCH INFORMATION CTR.

TO: NBS RESEARCH INFO. CTR., ADMIN., E106		DATE
FROM (NAME)	BLOG & ROOM	DIVISION EXT.

AUTHOR

TITLE (BOOK OR JOURNAL)

PUBLISHER	YEAR	EDITION	PRICE
-----------	------	---------	-------

SOURCE OF INFORMATION	<input type="checkbox"/> LITERATURE ATTACHED
	<input type="checkbox"/> NOTIFY WHEN BOOK AVAILABLE

Figure 20. Acquisitions Form



## APPENDIX A

### MAJOR ABSTRACTS AND INDEXES IN THE NBS RESEARCH INFORMATION CENTER

The abstracting and indexing publications listed below were selected for their general interest to NBS staff members. For others in the Research Information Center's collections, consult the publications, **NBS Serial Holdings** and **Abstract & Index Collection - NBS Research Information Center**, or inquire at the Reference/Information desk.

<u>Call No.</u>	<u>Title (Society)/Beginning Date &amp; Volume</u>
QD71 .A49	Analytical Abstracts (Chemical Society, London) v.1, 1954-
TA1 .A63953	Applied Mechanics Reviews (American Society of Mechanical Engineers) v.1, 1948-
Z7913 .I7	Applied Science and Technology Index Formerly: The Industrial Arts Index v.1, 1913-
HF5001 .B8	Business Periodicals Index v.1, 1958-
TP785 .A64	Ceramic Abstracts (American Ceramic Society) v.1, 1922- Searchable by computer
QD1 .A51	Chemical Abstracts (American Chemical Society) v.1, 1907- Searchable by computer

<u>Call No.</u>	<u>Title (Society)/Beginning Date &amp; Volume</u>
TJ212 .C61	Computer and Control Abstracts (Institution of Electrical Engineers) v.1, 1966- Searchable by computer
TA439 .C56	Concrete Abstracts (American Concrete Institute) v.3, 1974-
KF49 .C621 IGA	Congressional Information Service Index/ Annual 1970- Searchable by computer
TA462 .C652	Corrosion Abstracts (National Association of of Corrosion Engineers) v.1, 1962-
QC1 .C786	Current Physics Index (American Institute of Physics) v.1, 1975-
T1 .C8	Current Technology Index (Library Association) v.3, 1964-
Z5053 .C5	Dissertations Abstracts International v.2 (2), 1940- Searchable by computer
Q1 .S331	Electrical and Electronics Abstracts (Institution of Electrical Engineers) v.6, 1903- Searchable by computer
Z5851 .E62	Engineering Index Monthly v.1, 1884- Searchable by computer

<u>Call No.</u>	<u>Title (Society)/Beginning Date &amp; Volume</u>
QD1 .A1G3	Gas Chromatography Literature, Abstracts and Index v.2, 1969-
Z7916 .B47	Government Reports Announcements and Index v.1, 1946- Searchable by computer
Z699 .A115	Information Science Abstracts v.1, 1966-
QC770 .I2	INIS Atomindex: An International Abstracting Service (International Atomic Energy Agency, Vienna) INIS = International Nuclear Information System v.6, 1975-
TK7871.3 .J65	Journal of Current Laser Abstracts v.1, 1964-
Z671 .L617	Library and Information Science Abstracts 1969- Searchable by computer
Z666 .S211	Library Literature 1921-
QA1 .M76	Mathematical Reviews (American Mathematical Society) v.1, 1940- Searchable by computer
TN1 .M5153	Metals Abstracts v.1, 1968- Searchable by computer

<u>Call No.</u>	<u>Title (Society)/Beginning Date &amp; Volume</u>
Z7163 .P9	P.A.I.S. Bulletin P.A.I.S. = Public Affairs Information Service v.55, 1969- Searchable by computer
Q1 .S311	Physics Abstracts (Institution of Electrical Engineers) v.6, 1903- Searchable by computer
QC1 .P68	Physics Briefs; Physikalische Berichte v.1, 1920- Searchable by computer
A13 .R4	Readers Guide to Periodical Literature v.29, 1970-
Q1 .S3	Science Abstracts (Institution for Electrical Engineers) v.1, 1898-
Z7401 .S365	Science Citation Index 1961- Searchable by computer
FL787 .U51	Scientific and Technical Aerospace Reports v.1, 1963- Searchable by computer

## APPENDIX B

### MAJOR DATA BASES AVAILABLE AT THE NBS RESEARCH INFORMATION CENTER

The data bases listed below were selected for their general interest to NBS staff members. For others accessible by NBS, consult the current edition of the publication, **Data Bases Available at the NBS Research Information Center**, compiled by Diane Cunningham, or inquire at the Reference/Information desks.

<u>Data Base/Date of Coverage</u>	<u>Description</u>
ABI/INFORM 1971-	Business management and administration
AGRICOLA - AGRICULTURAL ON- LINE ACCESS 1970-	Agricultural literature, worldwide
APILIT 1964-	Petroleum refining and petrochemical industry
BIOSIS PREVIEWS 1969-	Life sciences
CHEMICAL ABSTRACTS 1967-	Chemistry and chemical engineering
CIS INDEX - CONGRESSIONAL INFORMATION SERVICE 1970-	U.S. legislation
CLAIMS/PATENTS 1950-	U.S. patents
COMPENDEX - ENGINEERING INDEX 1970-	Engineering

<u>Data Base/Date of Coverage</u>	<u>Description</u>
CRECORD - CONGRESSIONAL RECORD ABSTRACTS 1981-	Legislative information
DISCLOSURE II 1980-	Company information
DISSERTATION ABSTRACTS ONLINE 1861-	Dissertations
EDB - DOE ENERGY DATA BASE 1974-	Energy
FEDERAL RESEARCH IN PROGRESS Current	On-going federally- funded research
FEDREG 1977-	Federal government regulations
GEOREF - GEOLOGICAL REFERENCE FILE 1785-	Geosciences
GPO MONTHLY CATALOG 1976-	U.S. government reports, legislation
INSPEC 1969-	Physics, electro- technology, computer and control engineering
ISMEC - INFORMATION SERVICE IN MECHANICAL ENGINEERING 1973-	Mechanical engineering and engineering manage- ment
LEXIS Current	Full text of laws from various courts in the U.S. and U.K.

<u>Data Base/Date of Coverage</u>	<u>Description</u>
MAGAZINE INDEX 1959-	Current affairs, general news
MANAGEMENT CONTENTS 1974-	Business and management
MATHSCI 1973-	Mathematics
MEDLINE - MEDLARS ONLINE 1966-	Biomedical sciences
METADEX - METALS ABSTRACTS/ ALLOYS INDEX 1966-	Metallurgy
NTIS 1964-	Government research and development reports
PAPERCHEM 1968-	Paper chemistry
ROBOTICS - INFORMATION DATABASE 1980-	Robotics
RTECS - REGISTRY OF TOXIC EFFECTS OF CHEMICAL SUBSTANCES Current	Chemical toxicity
SCISEARCH - SCIENCE CITATION INDEX 1974-	Physical, biological, and biomedical sciences
SOCIAL SCISEARCH 1972-	Social sciences and humanities

**Data Base/Date of Coverage**

**Description**

SPIN - SEARCHABLE PHYSICS  
INFORMATION NOTICES  
1975-

Physics and astronomy

STANDARDS AND SPECIFI-  
CATIONS  
Current

Standards

TELEGEN  
1973-

Biotechnology

TOXLINE - TOXICOLOGY  
INFORMATION ON-LINE  
1965-

Toxicology and  
pharmacology

## APPENDIX C

### LIBRARY OF CONGRESS CLASSIFICATION SCHEDULES USED MOST FREQUENTLY IN THE NBS RESEARCH INFORMATION CENTER

BF	Psychology
H	Social Science
NA	Architecture
Q	General Science
QA	Mathematics
QB	Astronomy
QC	Physics
QD	Chemistry
QE	Geology
QH	Natural History
QP	Physiology
R	Medicine
S	Agriculture
T	Technology
TA	General Engineering
TC	Hydraulic Engineering
TD	Sanitary and Municipal Engineering
TE	Highway Engineering
TF	Railroad Engineering
TG	Bridge Engineering
TH	Building Construction
TJ	Mechanical Engineering
TK	Electrical and Nuclear Engineering
TL	Motor Vehicles. Aeronautics. Astronautics
TN	Mining Engineering. Mineral Industries. Metallurgy
TP	Chemical Technology
TR	Photography
TS	Manufactures
Z	Bibliography and Library Science



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4. TITLE AND SUBTITLE NBS Research Information Center Handbook for NBS Staff			
5. AUTHOR(S) Lenore S. Maruyama, consultant			
6. PERFORMING ORGANIZATION (If joint or other than NBS, see Instructions)  NATIONAL BUREAU OF STANDARDS DEPARTMENT OF COMMERCE WASHINGTON, D.C. 20234			7. Contract/Grant No.  8. Type of Report & Period Covered
9. SPONSORING ORGANIZATION NAME AND COMPLETE ADDRESS (Street, City, State, ZIP)  National Bureau of Standards Research Information Center Admin E106 Gaithersburg, MD 20899			
10. SUPPLEMENTARY NOTES  Supersedes 1982  <input type="checkbox"/> Document describes a computer program; SF-185, FIPS Software Summary, is attached.			
11. ABSTRACT (A 200-word or less factual summary of most significant information. If document includes a significant bibliography or literature survey, mention it here)  Describes the information resources and services of the National Bureau of Standards Research Information Center.			
12. KEY WORDS (Six to twelve entries; alphabetical order; capitalize only proper names; and separate key words by semicolans)  Federal libraries; handbooks; libraries ; information centers			
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